

# PRIVACY POLICY

## Who are we?

REM Recruitment Limited

Registered office at:

52 St. Johns Lane

Halifax

West Yorkshire

HX1 2BW

We provide recruitment agency services to clients looking to recruit personnel on a permanent and / or temporary basis for their businesses.

This privacy policy describes how we collect and use personal data about you during and after your working relationship with us, in accordance with the UK General Data Protection Regulation (GDPR).

When we say “REM Recruitment”, “we”, “our”, or “us” we are referring to REM Recruitment Limited.

It applies to all clients, candidates, employees, and suppliers. REM Recruitment Ltd is a “data controller”. This means that we are responsible for deciding how we hold and use personal data about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

## What is the UK GDPR?

The UK GDPR is the [UK General Data Protection Regulation](#). It is a UK law which came into effect on 01 January 2021. It sets out the key principles, rights and obligations for most processing of personal data in the UK, except for law enforcement and intelligence agencies.

We collect personal data on the following types of people for the purposes of operating our business:

- Potential and placed candidates for permanent or temporary roles;
- Potential and active client contacts;
- Supplier contacts
- Employees, consultants and temporary workers
- Visitors to our website:

Where we collect or process personal data, we do so on behalf of our customers to carry out our business as a recruitment agency, and to market our services.

## The content of this Privacy Policy includes -

- A. The type(s) of personal data that we collect about you
- B. How do we obtain your personal data
- C. Why we collect your personal data
- D. How do we use your personal data
- E. How long do we keep your personal data for

- F. When and why and with who do we share your personal data with
- G. The legal basis we have for using your personal data
- H. The effect of refusing to provide the personal data requested
- I. What are your rights and choices concerning your personal data
- J. How we may contact you and how you can contact us

#### **A. The type(s) of personal data that we collect about you**

In the course of working with potential or current employers and candidates we obtain information such as: your name, address, private and corporate e-mail address and/or phone number, financial information or tax payer status, references verifying your right to work in the United Kingdom, your CVs, employment history, copies of educational results, training qualifications, membership details of professional bodies and criminal records. In some cases, it may be necessary to obtain sensitive personal data concerning your health. However, we would not collect and process this data without your prior explicit approval.

#### **B. How do we obtain your personal data**

As a recruitment agency firm, we utilise various means / sources to collect personal data about you, which are as follows –

- From you directly to us, e.g., your CV, in the course of searching for a new role, your role as a potential or current client
- Via a third-party firm or individual, e.g., a supplier or a business contact of ours who during the course of working with them may provide us with data on you as part of providing our recruitment services
- Provided from publicly available sources, such as LinkedIn, Job Boards, employer websites, online CV listings, social media, digital business cards, personal or professional introductions, conference attendance lists, credit agencies, and public registers (e.g., Companies House and Land Registry) and public notices / signage

#### **C. Why do we collect your personal data**

We collect your personal data for the purposes of: searching for job opportunities on behalf of candidates, and potential candidates on behalf of employers, but also for the purposes of approaching you to ascertain your interest in a) working with us for the purposes of searching for job opportunities or b) our services to help you find candidates

#### **D. How do we use your personal data**

We utilise your personal data to match it with roles we are recruiting for, for example your skills, experience, technical ability, career aspirations etc.

In instances where we collect your personal data from publicly available sources, we sometimes utilise search functions where certain criteria can be in input for the purposes of matching candidates with the roles we are recruiting for.

We will initially collect basic information on you such as contact details, job role and experience and then pass this on to the client in search of personnel. If you are chosen by the client and go through to the next stage, we will then be collecting more information from you at the interview.

**E. How do we store your personal data and how long do we keep it for?**

Your personal data is securely stored.

We only retain your personal data for as long as is required for us to use your information as explained in this policy and / or to comply with our legal obligations. However, it may be necessary to retain some of your data after you cease to use our services, for instance if this is necessary to meet our legal obligations, such as retaining the information for tax and accounting purposes.

When establishing the appropriate retention periods, we will consider:

1. Our contractual obligations and rights in relation to the information involved;
2. Legal obligation(s) under applicable law to retain data for a certain period of time;
3. Statute of limitations under applicable law(s);
4. Potential conflicts of interest and / or disputes
5. If you have made a request to have your information deleted; and
6. Guidance issued by relevant data protection authorities

Otherwise, we securely erase your information entirely from our IT network where we no longer require your information for the purposes it was collected.

**F. When and why and with who do we share your personal data with**

We share candidates' personal data with clients who have a role which we think is suitable for the candidate, and we share client's personal data with candidates when the client expresses an interest in a candidate and requests an interview.

We represent clients within the following Commercial Property Services divisions, across the UK -

- Property Management
- Asset management
- Graduates

We may also carry out checks on you to verify the data you have provided and where we do this, we share your information with the relevant agency (providing the checks / verifications) and our clients in the case of a candidates check results.

**G. What legal basis do we have for using your personal data?**

In order to undertake our business activity of assessing the suitability of potential candidates for job opportunities and placing them accordingly, we need your personal data to be able to assess suitability for potential roles, to find potential candidates and to contact current and potential clients and referees.

In terms of clients, in order for a contract of services to be established and for communication purposes, these would be the legal justifications for using your personal data. We might also rely on the ability to communicate with candidates, as a legal basis for using your personal data.

**H. The effect of refusing to provide the personal data requested or already held**

If you do not provide the personal data necessary, or withdraw your consent for the processing of your personal data which we hold, we may not be able to match you with available job opportunities, and for clients, we may not be able to introduce potential candidates.

In order to provide better services to you from our website, we use cookies to collect your personal data when you browse. Please refer to our Cookie Policy here for further information:

[www.remrecruitment.co.uk/cm/cookies/](http://www.remrecruitment.co.uk/cm/cookies/)

#### **I. What are your rights and choices concerning your personal data**

By law, you have a number of rights when it comes to your personal data. Further information and advice about your rights can be obtained from the Information Commissioner's Office (contact details below):

- You have the right to ask us for copies of your personal information
- You have the right to be provided with clear, transparent and easily understandable information about how we use your personal data and your rights.
- You are entitled to have your information corrected if it's inaccurate or incomplete.
- You have 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there is no justification for us to hold it. The right is not absolute and only applies in certain circumstances.
- You have rights to suppress further use of your personal data. When processing is restricted, we can still hold your personal data, but may not use it further. We keep a record of people who have asked for further use of their information to be suppressed to ensure the restriction is respected in future.
- You have the right to object to the processing if your personal data in certain circumstances.
- You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

You have the right to lodge a complaint about the way we handle or process your personal data with the Information Commissioner's Office (ICO), who's address is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113

#### **How will we contact you?**

We may contact you by phone, email or social media. If you prefer a particular contact means over another please let us know.

#### **How can you contact us?**

If you need to contact us about how we process your personal data or are unhappy with how we've handled your personal data, or have further questions on the processing of your personal data, contact us here:

REM Recruitment Limited

Registered office at:

52 St. Johns Lane

Halifax

West Yorkshire

HX1 2BW

Telephone: 0044 7866 583800

Email – [marketing@remrecruitment.co.uk](mailto:marketing@remrecruitment.co.uk)

**ISSUED 27.09.2022**